



# Bernie Wolfe Community School

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November 14, 2018

## Viewing your Child's Report Card

On November 16<sup>th</sup> your child's first trimester report card will be visible on the Parent Portal. To access the Parent Portal please go to:

[https://tyler.retsd.mb.ca/TSI\\_Live\\_360/apphost/TylerSis#/login](https://tyler.retsd.mb.ca/TSI_Live_360/apphost/TylerSis#/login)

You will need the user name and password that you set up last year to access this site. A link to the Parent Portal can also be found on the top right-hand side of the school's website. If you have questions about the portal there are instructional videos that you may view at

<https://www.retsd.mb.ca/Pages/Parent-Portal-Videos.aspx>

## Booking Parent-Teacher Conferences

We are pleased to be using the Conference Manager to schedule Parent-Teacher Conferences this year. This is a separate online site just for booking school conferences. This site is not linked with the Parent Portal.

A **Parent Account** is required to use the Conference Manager. You only need to go through the registration process the first time you use the system. **To register** in the Conference Manager, use the link below and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please ensure you input all of your children currently attending Bernie Wolfe Community School. Bernie Wolfe will be a choice from the drop-down menu. Note you can update your Parent Account at any time by logging in and updating your profile.

The link for the Parent Login Site is:

<https://retsd.schoolsoft.com>

(DO NOT include "www")

### Can't remember your password?

If you already have a Parent Account, click on the link above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize.



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Be sure to add [appointments@schoolsoft.com](mailto:appointments@schoolsoft.com) to your Address Book. This will over-ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

**Step 1** - Conference Manager Opens to Parents – November 16<sup>th</sup> at 9:00 am  
If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

**Step 2** – Book your Parent-Teacher interviews  
Select the teachers with whom you want to book interviews. You will see each teacher's schedule. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

If you do not have Internet access, please contact the school office and we will schedule your conferences on your behalf.

**Important Dates:**

Nov 16<sup>th</sup> – Start scheduling your interviews at 9:00 a.m.

Nov 29<sup>th</sup> – Conference Manager closes at 12:00 p.m.

Nov 29<sup>th</sup> – Parent Teacher Interviews from 4:30-8:00 p.m.

We recommend adding  
**appointments.schoolsoft.com**  
to your Address Book.

If you have any questions or need assistance, please feel free to contact the school at 204-958-6532.

**Elizabeth Linton**

Principal  
Bernie Wolfe School

**Andrew Hirst**

Vice-Principal  
Bernie Wolf School